

FREQUENTLY ASKED NAP QUESTIONS

Who should I contact if I have NAP Questions?

First review your NAP agreement, the NAP manual and any other resources provided on the NAP webpage: <https://www.in.gov/ihcda/4109.htm>. If you still need assistance for a question related to how the program works, send an email to nap@ihcda.in.gov; if your question is related to reporting on IHCDAAonline, email claims@ihcda.in.gov.

Will I be notified when the NAP Application is open?

IHCDA will send out an email blast to all organizations that had NAP credits in the previous program year, as well as an email notice through the NAP Listserv. It is up to you to ensure you are included in the NAP listserv. However, this is no guarantee that you will receive a notice. Agencies are responsible for checking on the annual Application process. Not receiving an email is not a valid reason for missing the application deadline. The application information will be posted on the NAP website every year. The NAP Application is opened every year in March or April, so you should start checking the website for updates then.

Where I do I find my organization Code?

Instructions are provided in the “NAP Reporting Instructions” document listed on the NAP webpage: <https://www.in.gov/ihcda/4109.htm>.

Can our agency sell our tax credits before the contact begins in July?

NO! Tax credits cannot be sold until after July 1. Also, the NAP agreement must be signed by both organizations before tax credits can be sold. Once both signatures are on the agreement IHCDAA considers it “executed”. So, if it is July 1 or later but the agreement is still not signed for some reason, credits may still not be signed until the agreement is fully executed.

How do I get a copy of our Agency’s executed agreement?

If your agency signed the agreement via the electronic signature system, a final copy was sent to the person who signed the agreement. Please contact that person. If that person cannot find a copy of the agreement in their email inbox or SPAM folder, you can email nap@ihcda.in.gov and request a copy. If your agreement was sent via mail, then IHCDAA will email you a copy of the final agreement.

I tried to enter my donations received January 1-March 1 and the system is not letting me.

Make sure you refresh and choose “second-half” and not “first-half” on the “For Period” drop-down.

Can I enter my donations one at a time?

Yes, but keep in mind there is no save button – the system should save what you enter automatically. There is a submit button, but that should only be used once ALL donations have been entered for that particular benchmark period. If you hit submit, the report will close, and you will not be able to enter any more donations.

If I receive donations in January can my donor get credit on their taxes for the previous year?

Donations are reported on a calendar-year basis. For example: donations made between January 1 2018- December 31 2018 will be reported for the 2018 Tax Year only. The donations cannot be reported for 2017 or 2019.

If our organization sell all our credits by December 31 and reports them all in the 60% Benchmark Report, do we have to submit another report in March?

No, not unless your organization receives additional credits in January as a result of re-allocation.

If I am awarded \$20,000 in NAP tax Credits, what is the maximum amount of donations that our organization will receive?

Your donated amount is twice the amount of your NAP Tax Credits. Therefore, with the example above of \$20,000 in NAP tax credits, your organization will receive a maximum amount of \$40,000 in donations. If you receive less in donations that means you have not sold all of your credits.

If our organization does not sell 60% of our donations by December 31, what happens?

If your organization does not sell 60% of your allocation by December 31st, OR if the report for that benchmark is submitted late, OR on-time but it's incomplete (i.e. it shows you sold less than 60% of your benchmark), your organization will lose eligibility for the next program round. Your organization may also be deallocated and reallocated to organizations that have sold 100% of their credits by December 31st.

Will we have to submit a close-out report?

Yes, the close-out report will be submitted in Jotform and the directions will be emailed to you with requirements and due date. The only exception is if your agency sold no credits; any credits sold triggers the requirement for the Closeout Report. Below is a list of all required reports:

60% Benchmark Report - Completed in IHCDOnline in January.

100% Benchmark Report – Completed in IHCDOnline in April

Close-out Report - Will be emailed to the agency and completed in Jotform by September.

Does our organization have to apply every year?

Yes. There is no annual automatic funding. All agencies will have to complete the entire application and follow the submission requirements.

Can our agency ask for additional funding?

After the 60% Benchmark report is submitted IHCD *may* provide an opportunity for agencies to receive additional funding. Until then there is not an opportunity to request additional funding.

Does our agency have to accept the additional funds allocated after the 60% Benchmark Period?

No. Your agency can decline the additional funds. If your agency does not have any additional donors and/ or does not want to take the time to seek additional donors, you can decline the funds with no penalties.

How does a Donor claim the NAP Tax Credit if they file their taxes electronically?

There are no forms required to give the Donor to file their taxes. The tax credit amount should be entered on the credit line of the tax form. However, it is required that your agency provides each donor with a Donor Contribution Form, for their reference during tax time. Please make sure that you acknowledge that the donation is a tax credit donation which is different than a regular charitable contribution.

How does a Donor claim the NAP Tax Credit if they file by paper?

There are no forms required to give the Donor to file their taxes. The tax credit amount should be entered on the credit line of the tax form. However, it is required that your agency provides each donor with a Donor Contribution Form, for their reference during tax time. Please make sure that you acknowledge that the donation is a tax credit donation which is different than a regular charitable contribution.

Will the Donor receive a tax refund if their NAP Tax Credit is more than their tax liability?

No. The Indiana Department of revenue will not issue a refund on a tax credit.

If a Donor is unable to use all their tax credit, can the credit carry over to next year?

No. Donor NAP tax credits cannot carry forward. They are only good for the year that the donation was made.

Can Charitable Organizations and Foundations purchase NAP Credits?

No. The Indiana Department of Revenue will not allow Charitable Organizations and Foundations to purchase NAP Credits. If donors require additional explanation, please refer them to the Indiana Department of Revenue.

Can a Donor's contribution come directly from their IRA account?

Yes. Make sure that the donor's name is on the check.

Can a Donor's contribution come from their business account?

No, if a donor is claiming the credit for their personal taxes, then the donation must be in their name and come from their personal account. If the donor wants the donation to go on their business taxes, the donation must be in the business name.

Can NAP contributions come from donor advised funds/trusts?

1. Is the person seeking to claim the credit the actual donor (or one of the actual donors) to the DAF?
 - a. If yes, go to 2.
 - b. If no, no credit is permitted except to the DAF itself.
2. Is the amount donated in excess of the individual's contribution to the DAF?
 - a. If yes, the maximum credit is the contribution less any prior distributions from the DAF by the donor. Go to 3.
 - b. If no, then go to 3.
3. Is the contribution from funds donated to the DAF prior to August 28, 2018?
 - a. For purposes of this, treat distributions as first-in, first-out.
 - b. If yes, then the credit is allowable.
 - c. If no, then go to 4.
 - d. If the answer is partially yes and partially no, then yes to the pre-2018 portion and go to 4 for the post-2017 portion.
4. For contributions to the DAF on August 28, 2018 and later, did the taxpayer comply with federal regulations under Section 170 and other federal provisions when the taxpayer can receive a benefit from a contribution?
 - a. If yes, permit the credit.
 - b. If no, deny the credit to the donor and allow for the DAF itself.

Will our agency receive a confirmation once our application and reports are submitted?

The IHCDOnline system does not distribute a confirmation that your report has been submitted once you submit. However, once your agency submits the report the word "submitted" will show in the right hand corner. **Please check.....do not email and ask us to check this for you.** The NAP application and Close-out

Reports are submitted in JotForm. You should receive an email confirmation from Jotform once those are submitted, with a copy of what you have submitted.